

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 9, 1979

ALL-COUNTY INFORMATION NOTICE I-124-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY EDITING PROCEDURES FOR TITLE XX SOCIAL SERVICES
STATISTICAL REPORTS (FORM SOC 242)REFERENCE: MANUAL OF POLICIES AND PROCEDURES, STATISTICAL REPORTS,
SECTION 26-514.01

A review of Form SOC 242, Title XX Social Services Statistical Reports, shows that some counties have been making certain types of errors on the reports that they have been submitting to the Statistical Services Bureau. In order to reduce the number of such errors, we are planning to add to the edit guide the following new edits.

All forms:

6.a. Did you include on each form the entries called for in the "total" row and in the "total" column?

Yes ☐ No ☐

b. Are all entries entered in the proper cell on the forms?

Yes ☐ No ☐

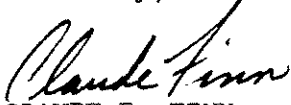
7. Do the entries in each row and column on each form add to the total for that row and column?
(This edit constitutes a simple arithmetic check of the rows and columns. This is a standard type of check that all counties should carry out as a routine procedure.)

Yes ☐ No ☐

Please observe these edits on the reports that you submit for the October-December 1979 report quarter. These new edits will be added to the Edit Guide as soon as administratively feasible.

If you have questions about the Edit Guide or statistical reporting on Form SOC 242, please call David Webber at (916) 322-5462 or (916) 322-5462.

Sincerely,

A handwritten signature in cursive script that reads "Claude Finn".

CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA